

**Commonwealth of Massachusetts
County of Suffolk
The Superior Court**

CIVIL DOCKET# **SUCV0000-00000-BLS1**

RE: **Plaintiff v. Defendant**

TO: [ATTORNEY/ADDRESS]

NOTICE OF SCHEDULED APPEARANCE

You are required to appear in the above referenced case for a:

BLS Rule 16 Litigation Control Conference

Counsel shall kindly confer prior to date and be prepared to discuss any and all matters within the Rule, but in particular:

- Proposed agenda for the conference;
- Issues of confidentiality and impoundment;
- The BLS Discovery Project: The parties should discuss and be prepared to address whether, by agreement, a special discovery protocol should be ordered for this case. For example, such protocol may include: (1) initial disclosure of relevant documents by both sides without the necessity of a Rule 34 request, (2) phased discovery as to certain subject areas, (3) limitations on the number of discovery events, (4) limitations on the scope of discovery, and (5) any other agreements with respect to the conduct of discovery. (More information is available online at: <http://www.mass.gov/courts/court-info/trial-court/sc/sc-bls-gen.html>);
- E-Discovery pursuant to Mass. R. Civ. P. 26(f); and
- Proposed Tracking Order tailored to the needs of your case. Please bring a written proposal to the conference for discussion indicating areas of agreement or disagreement.

Your appearance is scheduled as follows:

DATE:

TIME:

LOCATION:

Dated: